

<h1 style="text-align: center;">横須賀基地空席広報</h1> <h2 style="text-align: center;">VACANCY ANNOUNCEMENT</h2>		広報番号： Announcement No.	CNFJ-N00J-001-04
		募集締切日： Closing Date	17 May 04
		発行日： Date of Issue	4 May 04
1.職種名 Job title (等級 Grade <u>5</u> / 語学等級 LAD <u>3</u>) Administrative Specialist #10 (管理専門職) <input checked="" type="checkbox"/> 事務系 (Administrative) <input type="checkbox"/> 技能系 (Blue Collar Trade)		募集人数 No. of Recruitment <div style="font-size: 2em; text-align: center;">1 名</div>	4.募集範囲 Area of Consideration <input checked="" type="checkbox"/> 現 MLC/IHA 従業員 (部隊内) Current MLC/IHA Employee within Activity <input checked="" type="checkbox"/> 現 MLC/IHA 従業員(通勤圏内) Current MLC/IHA Employee in commuting distance <input type="checkbox"/> 現 MLC/IHA 従業員(全在日米軍) Current MLC/IHA Employee Japan Wide <input type="checkbox"/> 外部 Off Base Applicant 5.雇用の種類 Type of Employment <input checked="" type="checkbox"/> MLC <input type="checkbox"/> IHA <input checked="" type="checkbox"/> Permanent
2.部隊 Activity Commander, U.S. Naval Forces, Japan Force Judge Advocate (Code N00J) 勤務場所 Working Place 横須賀市泊町 Tomari-cho, Yokosuka			
3.勤務時間 Work Schedule (週 <u>40</u> 時間制 hrww) 勤務日 Work Days Monday thru Friday 勤務時間 Work Hours/Recess Period: 0730 - 1630/1200 - 1300 <input type="checkbox"/> 夜勤 Night Shift <input checked="" type="checkbox"/> 残業 Overtime <input type="checkbox"/> 出張 Business Travel			
6.職務内容 Duties: Use office automation skills to perform management and program support assignments. Prepares correspondence, reports, and other writings in draft and final forms. Controls, monitors, tracks and manages records in accordance with guideline concerning unclassified, classified and official use only materials. Performs a wide variety of general clerical duties in support of the need of the Office of Regional Counsel and the Force Judge Advocate. Operates an ordinary vehicle. Performs other related or incidental duties as assigned.			
7.資格要件／身体条件 Qualification / Physical Requirements a. One year of clerical, technical, or administrative work experience equivalent at 1-4 level in the related field. b. Knowledge of customer service concepts and practices. c. Knowledge of policies, regulations and procedure for Navy correspondence and government travel. d. Skills in operating personal computer such as Microsoft Office (Word, Excel, Access and PowerPoint). e. Skill in operating an ordinary vehicle. f. Ability to perform administrative work that is high-volume, occasionally of a very sensitive nature. g. Ability to speak, read and write English at fluent proficiency level (LAD-3). Handicapped applicants may be accepted, depending on the degree and kind of disability. 障害のある方は、障害の種類や度合いにより、考慮されます。			
英語力 English Language Proficiency : <input type="checkbox"/> 必要なし None <input type="checkbox"/> 初級 Basic <input type="checkbox"/> 中級 Intermediate <input checked="" type="checkbox"/> 上級 Advanced <input type="checkbox"/> 特段の能力 Exceptional			
学歴 Educational Background : N/A		免許証／修了証 License/Certificate Required: 7/8 欄参照 See blocks 7 & 8	

8.提出するもの Application and Associated Documents		職務状況 Working Condition
* <input checked="" type="checkbox"/> 空席応募用紙 Application for Vacancy Announcement (HROY Form 1) http://hro.cnfj.navy.mil * <input checked="" type="checkbox"/> 専門職務経歴書 Resume of Specialized Work Experience (HROY Form) http://hro.cnfj.navy.mil * 上記は英語で記入 * Complete in English <input checked="" type="checkbox"/> 運転免許証の写し Copy of Driver's License <input checked="" type="checkbox"/> 英語の能力を証明するものの写し Certificate of English Proficiency (Copy) <input checked="" type="checkbox"/> 80 円切手を貼付し、応募者の郵便番号・住所・氏名を書いた返信用封筒 (12cmx23.5cm) 12cm x 23.5cm Envelope with Applicant's Zip Code, Address, Name and an 80-yen stamp (MPS is not accepted.)		
問い合わせ先 for Job Inquiries	提出先 Office to Submit	事務処理欄 For Official Use
担当部署／担当者名 Office CNFJ NOOJ (Lt Clancy) 直 046-816-7410 (DSN 234-7410) 0800-1700	〒238-0015 神奈川県横須賀市泊町 1 番地, Box 22 1 banchi Tomari-cho, Yokosuka, Box 22 米海軍横須賀基地統合人事部雇用課 (HRO) CNFJ, HRO C-N132, Box 22 直通 046-816-8152	PD No: CNFJ-N00J-002 PD is accurate and current. Certified by Activity: at HRO: at 4/27 so5/4

応募要項を満たしていない場合、選考の対象になりません。Incomplete applications will not be processed.
 提出された応募書類はお返ししません。Submitted applications will not be returned.